

# DEPUTY ATTORNEY GENERAL IV

## DEPARTMENTAL PROMOTIONAL STATEWIDE



State of California  
**DEPARTMENT  
OF JUSTICE**  
P.O. Box 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### FINAL FILING DATE

**September 5, 2014**- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

### WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

**NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)**

### HOW TO APPLY

All applicants must complete and return the entire examination packet by the final filing date. The examination packet must include the following:

- [Examination Application \(Form STD 678\)](#)
- [Affirmation](#)
- [Training and Experience Narrative](#)
- [Conditions of Employment](#)
- Resume

#### **Mailing Address:**

Department of Justice  
Testing and Selection Unit  
Attention: Leslee Pagenkopf  
P.O. Box 944255  
Sacramento, CA 94244-2550

#### **File in Person:**

Department of Justice  
Testing and Selection Unit  
Attention: Leslee Pagenkopf  
1300 I Street, 7th Floor Receptionist  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN  
RESOURCES, ONLINE, VIA INTRA-AGENCY MAIL OR FAX**

### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

### SALARY RANGE

**\$8486 - \$10,896**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**CONTINUE TO THE NEXT PAGE**

ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished <b>24</b> months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b><u>All</u> applicants must meet the education and/or experience requirements for this examination by the final filing date.</b> All applications/resumes must include “to” and “from” employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.</p>
MINIMUM QUALIFICATIONS	<p>Ten years of legal experience in the practice of law in a governmental jurisdiction or in the private practice of law*, four years of which must have been at a level of responsibility equivalent to Deputy Attorney General III. The four years of experience at the Deputy Attorney General III level must be obtained in California State Civil service. (Applicants who have completed nine years and six months of the required total legal experience including three years and six months of the required experience comparable to the Deputy Attorney General III class will be admitted into the examination but must complete the required ten years’ total legal experience which includes at least four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.)</p> <p>All classes require active membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)</p>
DEFINITION OF TERMS	<p><b>Experience in the “practice of law” or “performing legal duties”</b> is defined as (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California State courts, or any other state’s court, to constitute experience in the practice of law. For an individual’s judicial clerkship to qualify as experience in the <b>“practice of Law” or “performing legal duties”</b>, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.</p> <p><b>Level of experience equivalent to</b> Deputy Attorney General III – the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.</p>
POSITION DESCRIPTION	<p>Incumbents in this class are the most experienced attorneys who are experts in a broad or specialized area of law and have demonstrated their ability to independently perform assignments consisting of the most complex and sensitive legal work of the Office of the Attorney General and to consistently produce favorable results on these proceedings. A Deputy Attorney General IV represents and acts as counsel for the largest State departments, for a group of boards and commissions whose legal work is exceptionally difficult, and advise district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned litigation of the greatest difficulty and handle cases that are very likely to be appealed to the highest courts. They may act as lead persons over the work of other attorneys.</p>

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EXAMINATION  
INFORMATION

The examination will consist of a Training and Experience Narrative and is the sole component of the Deputy Attorney General IV examination. Written exam submission must solely be the candidate's work product. Candidates are not to receive any coaching or assistance and supervisors are not to review, edit or make suggestions. Subject Matter Experts and expert evaluators will score this exercise using a pre-defined rating scale and pre-determined scoring criteria. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE NARRATIVE - 100%

This testing component measures the following knowledge and abilities:

**Knowledge of:**

1. Legal principles and their application.
2. Scope and character of California statutory law and provisions of the California Constitution.
3. Legal research methods.
4. Principles of administrative and constitutional law, rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
5. Duties and powers of the Attorney General of California.

**Ability to:**

1. Prepare, present, and handle legal cases.
2. Perform research.
3. Analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts.
4. Present statements of facts, law, and argument clearly and logically in oral form.
5. Analyze and draft proposed legislative measures.
6. Handle difficult legal correspondence.
7. Direct the work of clerical and professional assistants.
8. Analyze situations accurately and adopt an effective course of action.
9. Reason logically.
10. Work cooperatively with a variety of individuals and organizations.
11. Evaluate and exercise good judgment.

ADDITIONAL  
REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS  
PREFERENCE CREDITS/  
CAREER CREDITS

Veteran's preference credits or Career credits **will not** be granted in this examination.

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## GENERAL INFORMATION

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.oag.ca.gov](http://www.oag.ca.gov)), the California Department of Human Resources website ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
ATTENTION: LESLEE PAGENKOPF  
P. O. BOX 944255  
SACRAMENTO, CA 94244-2550  
(916) 323-7052

## **Deputy Attorney General IV** **Training and Experience Narrative**

### GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Deputy Attorney General IV examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination; failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

- This Training and Experience Narrative consists of three questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Evaluation is three (3) pages, one (1) page per question. **Responses that do not meet this criterion will not be rated and will result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last four (4) digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- The exam submitted should solely be your work. Candidates are not to receive any coaching or assistance and supervisors should not review, edit, or make suggestions.
- Please note that the Department of Justice may reference the information on the questionnaire during any subsequent interviews.

If you meet the minimum qualifications and are successful in this Training and Experience Narrative process, you will obtain a position on the eligible list for the Deputy Attorney General IV classification. The information that you provide in this Training and Experience Narrative may be verified at the time of hiring.

**Deputy Attorney General IV**  
**Training and Experience Narrative**

**Question #1**

One of the primary goals of the Office of the Attorney General is for our deputies to work collaboratively with others. Three areas providing opportunities for such collaboration are working in a team assignment, developing and sharing expertise with others on a regular basis, and taking over an already assigned case at a late date because of unanticipated circumstances. Please address **one** of the three areas mentioned above and discuss the details of your involvement, including how your efforts contributed toward a successful litigation result.

**Question #2**

Please describe a court of appeal or Supreme Court decision that was decided in the last 10 years that you believe has or will have a significant effect on your area(s) of legal practice. Specifically describe the decision; why you believe that it is important; and how that decision has affected practice within the Attorney General's Office.

**Question #3**

Incumbents in the Deputy Attorney General IV classification are expected to be "experts in a broad or specialized area of the law." Please describe your expertise in such an area of the law and how you apply that expertise to your practice to accomplish the mission of the Office of the Attorney General.

### **Affirmation Page**

All applicants **must complete and return the entire** Training and Experience Narrative, Affirmation page, and Conditions of Employment by the final filing date stated on the bulletin in order to be considered in this examination process.

The completed Training and Experience Narrative, Affirmation page, Conditions of Employment must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing & Selection Unit  
Attn: Leslee Pagenkopf  
PO Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing & Selection Unit  
Attn: Leslee Pagenkopf  
1300 I Street, 1st Floor Lobby  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Narrative is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

Your Signature:

Date:

Your Name (printed):

**Contact Information:**

Address:

City, State, Zip:

Phone Number:

Email address:

DEPARTMENT OF JUSTICE  
DEPUTY ATTORNEY GENERAL IV  
OPEN - STATEWIDE

CONDITIONS OF EMPLOYMENT  
FORM 631  
IDENTIFICATION #: \_\_\_\_\_  
(Personnel Office Use ONLY)

NAME: \_\_\_\_\_ (PLEASE PRINT)  
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

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PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

(05)	Anywhere in the State
(0100)	Oakland
(1000)	Fresno
(1900)	Los Angeles
(3400)	Sacramento
(3700)	San Diego
(3800)	San Francisco

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PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT:

Please Check Your Choice(s):

\_\_\_ (D) Permanent - full time only.

\_\_\_ (R) Permanent - part time or intermittent.

Temporary - full time, part time, or intermittent.

\_\_\_ (A) All of the above

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NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE  
TESTING & SELECTION OFFICE  
ATTN: LESLEE PAGENKOPF  
1300 "I" STREET  
SACRAMENTO, CA 95814